

Bulletin Number	33421BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	SECRETARY IV
Exam Number	R2097F
Filing Type	Open Continuous
Filing Start Date	05/20/2014
Salary Type	Monthly
Salary Minimum	3155.91
Salary Maximum	4239.82
Position/Program Information	<p>Functions as secretary to the head of a major section in a very large and complex County department.</p> <p>Typically, positions allocable to this class provide full-time secretarial assistance to the head of a major section or minor division in a very large and complex County department having in excess of 10,000 employees.</p>
Essential Job Functions	<p>Replies to verbal and written communications.</p> <p>Screens in-person inquiries and telephone calls; furnishes requested information, refers inquiries and calls to others better qualified to assist, and personally takes care of inquiries and calls which do not require the attention of the supervisor.</p> <p>Makes appointments and arranges conferences and meetings for supervisor.</p> <p>Acts as intermediary between supervisor and staff; transmits verbal and written messages, orders, and requests.</p> <p>Acts as liaison between the supervisor's office and other departments, agencies, and jurisdictions.</p> <p>Prepares inter-office notices, bulletins, and memoranda, including interpretations of departmental policy, and the laws and regulations governing the activities of the office.</p> <p>Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.</p> <p>Checks material being submitted for supervisor's attention to ascertain that all-relevant data, files, signatures, etc., are included.</p> <p>Relieves supervisor of routine personnel, budget, and other operating details such as scheduling, timekeeping, and contacting the Chief Executive Office, Department of Human Resources, and other departments.</p> <p>Keeps track of the execution of plans, improvements, and projects initiated by the supervisor and recommends improvements in departmental procedures.</p>
Requirements	<p>ONLINE FILING ONLY. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FAX, OR IN PERSON.</p> <p>MINIMUM REQUIREMENTS:</p>

	<p>One year of responsible secretarial experience at the level of Los Angeles County's class of Secretary III* -OR- One year of medical secretarial experience at the level of Los Angeles County's class of Medical Secretary** or higher -OR- Two years of highly specialized office clerical experience at the level of Los Angeles County's class of Intermediate Supervising Typist-Clerk*** or higher.</p> <p>Typing Rate: 40 net words per minute.</p>
Physical Class	<p>Physical Class II – Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p>
License(s) Required	<p>A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p>
Special Requirement Information	<p>*All classes in the Secretarial Group perform duties composed of essentially the same basic activities and operations. Positions in these classes are allocated when the work of the supervisor requires full-time personal secretarial assistance. The level of secretary allocated is related primarily to the level of supervisor served.</p> <p>**Experience at the level of Medical Secretary in the County of Los Angeles is defined as performing medical secretarial and clerical duties for a supervisor whose executive, administrative, and professional duties necessitate secretarial assistance, and takes and/or transcribes dictation involving a substantial amount of medical terminology.</p> <p>***Experience at the level of Intermediate Supervising Typist-Clerk in the County of Los Angeles is defined as: Through subordinate supervisors, supervises a large number of employees performing general and specialized office clerical work or a smaller number performing more diversified and difficult duties, and uses computers and other keyboarding equipment to perform skilled typing and keyboarding work.</p> <p>Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing.</p>
Examination Content	<p>ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE QUALIFICATION. VERIFICATION OF EXPERIENCE LETTERS IS NOT REQUIRED. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.</p> <p>PLEASE NOTE: APPLICATIONS WILL BE SCREENED FOR MINIMUM REQUIREMENTS AFTER THE ADMINISTRATION OF THE WRITTEN TEST. IF YOUR APPLICATION DOES NOT CLEARLY STATE THAT YOU MEET THE MINIMUM REQUIREMENTS, IT WILL BE DISQUALIFIED AT THAT TIME REGARDLESS OF WHETHER OR NOT YOU PASSED THE WRITTEN TEST.</p> <p>This examination will consist of TWO (2) parts:</p> <p>Part 1: A written test weighted 100% that contains both computerized and paper-and-pencil components covering written expression, reading comprehension, data analysis and decision making, office practices and procedures, customer service, achievement and orientation, dependability, customer service potential, customer focus, conscientiousness, and retention.</p> <p>TRANSFER OF SCORES: Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.</p> <p>This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be</p>

allowed to re-take any identical test parts for at least 12 months.

Part 2: A qualifying typing performance test.

A typing performance test will be administered to candidates who successfully pass the written portion of this examination. Candidates will be allowed ONLY ONE (1) attempt to pass the typing performance test.

The Secretary Series requires a typing proficiency at 40 net words per minute. The following candidates are exempt from taking the County typing test:

- a) Those candidates who, in the service of the County of Los Angeles, currently hold or have held a typing position that meets the minimum typing skill requirement of the subject examination.
- b) Candidates who have taken and passed a Los Angeles County typing performance test administered by a County Department that meets the minimum typing skill requirement of the subject examination. Applicants must attach a copy of the typing certificate to their application.
- c) Candidates who possess a Certificate of Typing Proficiency issued by the Department of Human Resources (DHR or issued by an organization with an established partnership with DHR such as the Los Angeles Unified School District that meets the minimum) typing skill requirement of the subject examination. Applicants must attach a copy of the typing certificate to their application.

Invitation letters for any test components may be sent to candidates via electronic mail. It is important that you provide a valid e-mail address. Applicants who do not pass the written test will be notified by U.S. Mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Minimum Requirements, pass the qualifying typing performance test, and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the Eligible Register.

Special Information Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/> . Please click on Job Info Center, then click on Employment Test Preparation.

You can also access practice tests for the computerized version of the test by going to the following website:

<http://www.shldirect.com/en/practice-tests/>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information The resulting eligible register will be used to fill vacancies throughout Los Angeles County. Departmental eligible registers may be established upon request by departments having this class.

Eligibility Information Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.
Application and Filing Information	<p>Full-time unclassified employees who have not successfully completed their initial probationary period in a classified position in the County of Los Angeles, must have at least six month of full-time experience in the unclassified service at the time of filing.</p> <p>APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</p> <p>INSTRUCTIONS FOR FILING ONLINE: Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application by 5:00 pm, PST, on the last day of filing.</p> <p>All information supplied by applicants is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.</p> <p>Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the selection requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.</p> <p><u>COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:</u> For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.</p> <p><u>NO SHARING OF USER ID AND PASSWORD:</u> All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.</p> <p><u>SOCIAL SECURITY NUMBER:</u> All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.</p> <p>County of Los Angeles Information</p> <p>View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:</p> <p>COUNTY OF LOS ANGELES BULLETIN INFORMATION</p> <p>OR</p> <p>Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.</p> <p>Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.</p> <p>Los Angeles County Child Support Compliance Program: In an effort to improve</p>

compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990 : All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Department Contact Name	Heidi Kim
Department Contact Phone	213-738-2084
Department Contact Email	rlowery@hr.lacounty.gov; edeguia@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Job Field	Secretarial
Job Type	Administrative Support